

Report For Week Ending 2 April 1958
From



25X1A9a

1. Contributions (Intangible)

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a. On the basis of ideas contributed by Messrs. [REDACTED] during a "brainstorming" session, prepared material for Mr. [REDACTED] use in developing a training course for supervisors. 25X1A9a

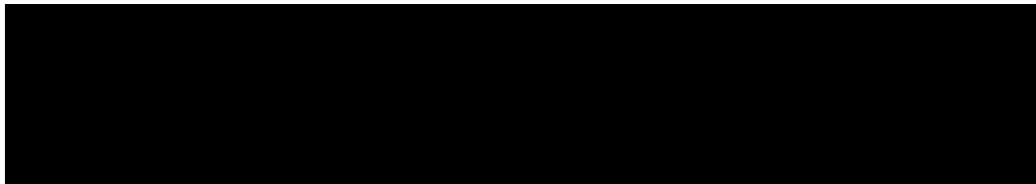
b. Wrote the second article for the Support Bulletin series on "Records Management and the Space Problem."

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c. Evaluated Employee Suggestion 58-407. Concurred in the proposed method of improving the pouch system between headquarters and a [REDACTED]; recommended final evaluation by Logistics.

2. Projects Active

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3. Projects Inactive

a. Graphics Register Film Index.

4. News

a. Attended the 15th meeting of the U. S. Government Correspondence Manual Committee.

b. In response to an inquiry at the February Support Services exhibit, checked on the possible transfer of sabotage manuals from DD/P Archives to the Records Center. [REDACTED] will follow through on this. 25X1A9a

c. The new Thermofax label paper is being received enthusiastically. Seven offices have requested a total of 110 additional sheets for testing and/or use. 25X1A9a

d. I am investigating a complaint from Mrs. [REDACTED] on the quality of the Director's letterhead stationery. [REDACTED] 25X1A9a